

Professional and Managerial Branch  
Culture Group  
Museum Series

DEPUTY MUSEUMS DIRECTOR

12/03 (AIS)

**General Summary**

Under administrative direction, direct, plan and coordinate the collection, preservation and interpretation of articles and artifacts that tell the history of the El Paso area.

**Typical Duties**

Plan, research, design and produce new, temporary and permanent exhibits. Involves: Prepare long- and short-term exhibit and development plans, goals and objectives. Oversee contracts for traveling exhibits. Conduct research to identify and authenticate artifacts. Oversee museum collections to ensure proper restoration, preservation and maintenance. Visit historical or archeological sites to locate and recommend acquisition of artifacts. Train docents and museum volunteers. Coordinate the timely preparation of documents, applications and reports for governmental and foundation grants and gifts. Research and coordinate contracts for traveling exhibits.

Organize and coordinate museum tours, programs and educational activities. Involves: Implement and direct public programs including lectures, craft demonstrations, classes, workshops and guest speakers. Create, prepare and write news media and promotional press releases to publicize museum educational programs, temporary and permanent exhibits, museum tours and promotional or fund raising activities. Research, develop and prepare materials for educational programs or classes. Deliver presentations to schools and other public groups, and present tours. Liaison with local, regional and national historical preservation groups, community groups, organizations, and city departments to promote museum activities and programs, and recruit volunteers and donors or to coordinate facility improvement or capital improvement programs. Recruit speakers from local, regional and national historical preservation societies and organizations, or historical experts in areas related to upcoming educational programs or exhibits.

Perform administrative duties. Involves: Research, prepare, submit and administer grants and other outside funding sources. Prepare and submit regular reports for grant requirements. Establish, collect and oversee admission fees and gift shop receipts. Maintain stock inventory of merchandise. Respond to telephone inquiries or direct to appropriate parties. Order supplies and make petty cash purchases. Attend City Council meetings as needed. Respond to inquiries and complaints with City Hall. Create and respond to correspondence. Coordinate the registration and insurance of collections and artifacts. Prepare and justify division's annual budget recommendations. Assist in the preparation and control of the Museum annual operating budget. Prepare annual property control inventory. Inspect buildings and facilities to ensure museums are properly maintained, secured and environmentally controlled to protect the artifacts and exhibits. Assist in accreditation efforts by providing technical support or administrative guidance to Museum advisory boards.

Supervise assigned regular and volunteer staff. Involves: Schedule, assign and review operational and procedural activities. Prioritize and coordinate Museum membership, grant writing, corporate support, fund raising and public relations activities. Instruct, guide and check work. Appraise employee performance. Provide training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfer, discipline, merit pay or other employee status changes.

Perform related professional and managerial functions as required. Involves: Substitute for department head and subordinates by carrying out duties as qualified to maintain continuity of ordinary services. Provide designated support for projects or activities overseen by supervisor. Engage in special projects and serve on ad hoc committees as required. Explain and demonstrate work to assist and train less knowledgeable employees.

**Knowledge, Abilities and Skills**

- Comprehensive knowledge of the methods, techniques and procedures of museum operations.
- Comprehensive knowledge of the methods, techniques and procedures used in the handling, care and preservation of artifacts.
- Considerable knowledge of the history of the El Paso region and the southwest.

- Considerable knowledge of planning, designing and preparing museum exhibits, educational and promotional events and activities.
- Considerable knowledge of public outreach, marketing and customer service techniques.
- Good knowledge of supervisory techniques.
- Good knowledge of budget control and inventory tracking techniques.
- Ability to plan, design and prepare museum exhibits.
- Ability to prepare and present museum educational programs to the public.
- Ability to establish and maintain effective working relationships with fellow employees, officials, the press and the public.
- Ability to communicate clearly and concisely orally and in writing.
- Skill in safe operation and care of motor vehicle, personal computer or network workstation, and generic business productivity software.

***Other Job Characteristics***

- Occasional lifting and carrying of materials, artifacts and displays weighing up to 50 pounds.
- Occasional driving through city traffic.
- Frequent bending, stooping, crouching, climbing ladders, exposure to disagreeable chemicals and fumes, power and hand tools utilized in the design and execution of museum displays or handling and preservation of museum artifacts.
- Frequent public presentations.
- May work extended hours, weekends and holidays on a rotating or as needed basis.

***Minimum Qualifications***

Education and Experience: Equivalent to an accredited Master's degree in American history, anthropology, archeology, museum studies or a related field, plus three (3) years of professional museum experience including one (1) year of professional museum exhibit development or design, or curatorial experience.

Licenses and Certificates: Texas Class "C" Driver's license or equivalent from another state.

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Human Resources Director

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Department Head